



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

Revised

PROGRAM TECHNICIAN II
\$2,465-\$2,998
FINANCIAL ANALYSIS DIVISION
300 SOUTH SPRING STREET
LOS ANGELES

Revised

RESPONSIBILITIES:

Under general direction of a Supervising Program Technician II, the incumbent reviews and processes the more complicated, technical, sensitive and complex financial documents; researches questions about financial records, resolves problems, provides technical information regarding same, in person by phone or through written communication, to the public, licensees, other agencies and department staff. In addition, the incumbent regularly performs a variety of duties requiring adaptation to various situations in the Financial Analysis Division including filing, answering telephones, operating and maintaining various office machines, taking inventory, preparing written reports, mail and document handling, etc.

DESIRABLE QUALIFICATIONS:

Candidates should possess the ability to work independently; possess good interpersonal and communication skills, both written and verbal. Dependability, good attendance, punctuality, ability to follow directions, initiative, resourcefulness and good judgment, ability to work cooperatively with others and deal tactfully with the public are also essential.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Program Technician II or Office Technician (General) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Anne Tong, Field Examination Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "FAD – PROGRAM TECHNICIAN II, AND POSITION NUMBER 413-369-9928-005" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call Anne Tong at (916) 492-3317.

FINAL FILING DATE: DECEMBER 12, 2005 or Until Filled

NOTE: Interested individuals must submit their applications by the final filing date in order to be considered for this position.

BW 11/30/05 Rev

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
